1. **Supplies or information needed** *(see* [*Order Form for Church Treasurers Supplies*](03%20Order%20Form%20for%20Church%20Treasurers%20Supplies.pdf)*)***:**
   1. **For Receipts** (see [Procedure for Counting Offering](02%20Procedure%20for%20Counting%20Offerings.pdf))
      1. [Tithe envelopes](04%20Tithe%20Envelope.pdf) (supplied by CCC)
      2. [Forms for Credit Card contributions](05%20CreditCardContributions.pdf) (supplied and processed by CCC)
      3. [Offering Count Worksheets](06%20Offering%20Count%20Worksheet.pdf) (supplied by CCC)
      4. [Sunset Calendar to allocate weekly loose offerings](07%20Sunset%20Calendar.pdf) (supplied by CCC)
      5. [Online giving](08%20Online%20Giving_AdventistGiving.pdf) (see attached information “About AdventistGiving”)
      6. Adding machine, date stamp, red ink pens, rubber bands, and colored paper
      7. [Seventh-day Adventist Year Book](09%20SDA%20Year%20Book.pdf)
   2. **For Disbursements**
      1. Checks (pre-printed or blank forms)
      2. [Check Request Form](12%20Check%20Request%20Form.pdf)
      3. [Paid-out Vouchers](13%20Paid%20Out%20Voucher.pdf) (supplied by CCC)
      4. Employee Forms ([Local Funded Employees](Locally%20Funded%20Employees.pdf), [New Church Employee Checklist](New%20Information%202013/New%20Church%20Employee%20Checklist.pdf), [Personnel Action Request](New%20Information%202013/Personnel%20Action%20Request.pdf), [CCC Application for Employment](New%20Information%202013/CCC%20Job%20Application%20Form.pdf), [W-4](15%20Form%20W-4.pdf) ([attached copy of new employee’s Social Security Card](New%20Information%202013/Copy%20of%20SS%20Card.pdf), [I-9](14%20Form%20I-9%20Employment%20Eligibility%20Verification.pdf), [New Employee Data Collection](New%20Information%202013/New%20Employee%20Data%20Collection.pdf), [Salary Reduction Agreement & Beneficiary Designation Form](New%20Information%202013/Salary%20Reduction%20Form.pdf), [Authorization for Electronic Direct Deposit (Credits)](New%20Information%202013/DirectDepositAuthorizationForm.pdf), [Notice to Employee (Labor Code section 2810.5)](New%20Information%202013/Notice%20to%20Employee%20Labor%20Code%20Section%202810.5.pdf), [Background Check](New%20Information%202013/Background%20Check%20Memo.pdf), [ARM Employee Health Care Enrollment Application](New%20Information%202013/Employee%20Health%20Care%20Enrollment%20App%20Updated%202011-08-09.pdf), [NAD Supplemental Life Insurance](New%20Information%202013/NAD%20ING%20Enrollment.pdf), [Basic Life Insurance Enrollment Form](New%20Information%202013/Basic%20Life%20Insurance%20Enrollment%20Form.pdf), [Accidental Death & Dismemberment Insurance Enrollment Form](New%20Information%202013/Accidental%20Death%20&%20Dismemberment%20Insurance%20Enrollment.pdf), [P35 Conflict of Interest](New%20Information%202013/Conflict%20of%20Interest.pdf), [Acknowledgement of Status and Duties as Mandated Reporter](New%20Information%202013/Acknowledgement%20of%20Status%20and%20Duties%20as%20Mandated%20Reporter.pdf) (child abuse California Penal Code Section 11165.7), [Tuition Assistant Application](New%20Information%202013/Tuition%20Assistance%20Non-Educational.pdf) (non-educational employees), [Acknowledgement of Receipt of Handbook](New%20Information%202013/Acknowledgement%20of%20Receipt%20of%20Handbook.pdf), [Hourly Payroll Report](16%20Hourly%20Payroll%20Report.pdf), [Auxiliary Payroll Calendar](17%202013%20Auxiliary%20Payroll.pdf), [Stipend/Bible Worker Payroll Report](18%20Stipend%20Bible%20Worker%20Payroll%20Report.pdf), [Stipend/Bible Worker Payroll Calendar](19%202013%20Stipend%20Bible%20Workers%20Payroll.pdf) – supplied by CCC)
      5. Independent Contractor Forms ([W-9](20%20Form%20W-9.pdf), [DE-542](21%20Form%20DE%20542.pdf), [Travel and Expense Reports](23%20Vehicle%20Mileage%20and%20Perdiem%20Expense%20Log%20for%20Church%20Business.pdf) – supplied by CCC)
      6. [Benevolence Request Voucher](24%20Benevolence%20Request%20Voucher.pdf) (see attachment)
      7. [Detail of Receipts for Reimbursement or Advanced Checks Form](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\25%20Detail%20of%20Receipts%20for%20Reimbursements%20or%20Cash%20Advances.pdf) (see attachment)
      8. [Petty Cash Authorization Form](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\26%20Petty%20Cash%20Authorization%20Form.pdf) (copy on church’s letterhead – see attachment)
      9. [Petty Cash Replenishing Form](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\27%20Petty%20Cash%20Replenishing%20Form.pdf) (see attachment)
   3. **For Reporting & Auditing Processes**
      1. Bookkeeping system (i.e.: Jewel Software or Manual Forms – provided by CCC)
      2. Bank Statements (Checking, Savings, CD’s, Investments, etc.)
      3. [Church Data Sheet](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\28%20church%20data%20sheet.pdf) (see attachment)
      4. [Basic Schedule for Church Treasurers’ Retention of Documents](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\33%20Basic%20Schedule%20for%20CT%20Retention%20of%20Documents.pdf) (see attachment)
      5. File folders and file boxes
2. **Monthly Process:**
   1. Count and Deposit Offerings **weekly**
   2. Record Offerings
   3. Pay Bills, as needed
   4. Send courtesy payroll check and form based on calendar
   5. Record Disbursements
   6. Submit[**Monthly Conference Remittance**](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\30%20Sending%20Conference%20Remmittance.pdf) **– due by the 10th of the month** (Submit [Detailed Contribution Report for Conference Evangelism](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\31%20Conference%20Evangelism%20Offering.pdf) offering if any)
   7. **Filing process** (*for Audit, and to facilitate application of* [*Document Retention Policy*](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\33%20Basic%20Schedule%20for%20CT%20Retention%20of%20Documents.pdf)*)***:**
      1. Place weekly tithe envelopes in rubber bands and group by month in rubber bands, as well
      2. File [Paid-out Vouchers](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\13%20Paid%20Out%20Voucher.pdf) in numerical order by check number (attach **original** receipts or invoices, conference remittance receipt, copy of board action, etc.)
      3. File Bank Statements and Bank Reconciliation in a folder, in order by month
      4. [File Weekly Trial Contribution Reports and Monthly Reports by month, not type of report](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\34%20Jewel%20Computer%20Reports.pdf), separate them with colored paper
3. **Annual Procedures:**
   1. [Place notice in bulletin regarding donations in December](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\32%20Contribution%20Guidelines%20Bulletin%20Announcement.pdf) (see attachment)
   2. [Dispose of stale checks (see attached sample letters)](35%20stale%20checks%20sample%20letter.pdf)
   3. Review Year-End fund balances on Financial Summary Report to clear negative balances
   4. [**Detailed** **Receipt**](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\36%20Receipt%20Detail%20on%20Watermark%20Form.pdf) for Donors **due by the end of January** (get watermarked form from CCC)
   5. [**1099 forms**](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\37%201099MISC%20Form.pdf) for Independent Contractors **due by the end of January** (see attachment)
      1. If prepared by CCC – information **due** to Auditing Dept [**by** **January 20**](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\38%201099MISC%20Verification%20Form.pdf)
   6. [**1096 form**](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\39%201096MISC%20Form.pdf) **due** to IRS **by the end of February** (see attachment)
   7. [W-2](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\40%20W2%20Form.pdf) for Employees due by the end of January (issued by CCC Payroll Dept)
   8. [**Property Tax Exemption form** **due**](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\41%20Property%20Tax%20Exemption%20Information.pdf) to Property Management Dept by **January 20** (see attachment)
   9. [**Business Property Statement**](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\42%20Business%20Property%20Information.pdf) due to Property Management Dept by **February 15** (see attachment)
   10. [Complete Remuneration for Workmen’s Compensation Insurance](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\43%20Remuneration%20for%20Workmen's%20Compensation%20Insurance.pdf) Form sent by CCC
   11. [Audit of Church Records](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\44%20Audit%20Records%20Request%20Checklist.pdf)
4. **Other Items:**
   1. Tax ID Number (contact the Secretary of the Treasurer at CCC)
   2. Process to Open Bank Accounts (Church Board authorization, Copy of Tax Exemption Letter provided by CCC Treasury Department)
   3. [Lease Agreements](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\45%20Church%20Lease%20Instructions.pdf) (see instructions attached)
   4. Evangelism Items
      1. [Bible Worker Application Form](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\46%20Bible%20Worker%20Application.pdf)
      2. [Budget Request for Full-Message Reaping Campaign](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\48%20Budget%20Request%20for%20Full%20Message%20Reaping%20Campaign.pdf)
      3. [Evangelism Request and Recap Forms](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\49%20Evangelism%20Effort%20Recap%20Report.pdf)
      4. [Camp Meeting Evangelism Offering Funds with Project Assessment](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\49%20Camp%20Meeting%20Evangelism%20Offering%20Funds.pdf)
      5. [Lay Public Evangelism Budget Request](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\50%20Lay%20Public%20Evangelism%20Budget%20Request.pdf)
   5. Risk Management Issues (annual insurance payment, reporting losses or incidents)
   6. Copyright Issues (software and music)
   7. Tech Support for Jewel Software provided by the Auditing Department
   8. [Conference bookkeeping assistance service provided by the Auditing Department](file:///\\cccsda.lan\ccc\Data\AUDIT\Training%20FD\51%20CCC%20accounting%20service%20for%20churches.pdf)
   9. Periodic Treasurers Training (last Sunday of every quarter, first Sunday in December and first Sunday of Camp Meeting)